



Commonwealth of Virginia

Walter J. Kucharski, Auditor

**Auditor of Public Accounts
P.O. Box 1295
Richmond, Virginia 23218**

December 28, 2009

The Honorable Colleen K. Killilea
Chief Judge
County of King and Queen General District Court
5201 Monticello Ave. Suite 2
Williamsburg, VA 23188

Audit Period: July 1, 2008 through June 30, 2009
Court System: County of King and Queen
Judicial District: Ninth

We are performing a statewide audit of the General District Courts. During our review of this court, we conducted certain audit procedures, as we deemed appropriate.

Management of this court is an important part of the court's accountability, since you are responsible for establishing and maintaining internal controls and complying with applicable laws and regulations. During our review, we noted no matters requiring written communication with court management.

During the audit period, the Supreme Court of Virginia had no formal guidance regarding approval of Clerk's leave submitted to the electronic leave reporting system. The Supreme Court of Virginia has since issued interim guidance regarding the implementation of internal controls over this process, and this court promptly implemented those controls.

We acknowledge the cooperation extended to us by the Court during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

WJK:kstl

cc: The Honorable Michael E. McGinty, Judge
Joyce S. Mitchell, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia